

Address: Mission Hills Community Service District
1550 E. Burton Mesa
Lompoc, CA 93436
Phone: 805-733-4366

April 1, 2023

Enterprise System Catalog:

Vendor and Product: **Streamline**

System Purpose: Agendas and minutes for public meetings, website content, calendars, and documents for posting, web applications.

Categories/Types of Data: Agendas and minutes, board packets, public record requests, employment opportunities.

Dept./Primary Custodian: Administration

Frequency of Collection: As needed

Frequency of Update: As needed.

Vendor and Product: **Intuit, QuickBooks Pro**

System Purpose: Accounts Payable/Receivable, Budget, HR/Payroll, Purchasing, General Ledger, Fixed Assets

Categories/Types of Data: Customer contact information, billing information, employee information, general ledger information, fixed asset information

Dept./Primary Custodian: Finance

Frequency of Collection: Everyday

Frequency of Update: Every day

Vendor and Product: **Microsoft Office,**

System Purpose: Word processing, spreadsheet, and database creation

Categories/Types of Data: System of records for agenda, minutes, ordinances, resolutions, contracts

Dept./Primary Custodian: Administration

Frequency of Collection: Everyday

Frequency of Update: Every day

Vendor and Product: **Springbrook Enterprise Software**

System Purpose: Utility Billing Software, Cash Receipts

Categories/Types of Data: Customer contact information, Mailing Address, Service Address, meter history, billing history

Dept./Primary Custodian: Billing

Frequency of Collection: Everyday

Frequency of Update: Every day

Vendor and Product: **Ez Reader Mueller System and Kamstrup READy System, AMR Reading System**

System Purpose: Collects meter reading data reports.

Categories/Types of Data: Customer contact information, Mailing Address, Service Address, Account number

Dept./Primary Custodian: Billing

Frequency of Collection: Every month

Frequency of Update: End of month

Vendor and Product: Vendor and Product: **Microsoft, Outlook**

System Purpose: Email System

Categories/Types of Data: Email Messages

Dept./Primary Custodian: Administration

Frequency of Collection: Everyday

Frequency of Update: Every day
